

***Tender Fee: Rs. 3,000/-  
(Non-Refundable)***

## **TENDER FORM**

### **Tender # IT/02/25-26 Provide and Supply Laptops**

**Date of Issue : January 27, 2026**

**Last Date of Submission : February 11, 2026 (11:00 PM)**

**Date of Opening of Tender : February 11, 2026 (11:30 PM)**

**Company Name:** \_\_\_\_\_

**NTN:** \_\_\_\_\_, **SRB Registration Number:** \_\_\_\_\_

**GST Registration Number:** \_\_\_\_\_

**Pay Order / Demand Draft #** \_\_\_\_\_, **Dated:** \_\_\_\_\_

**Amount of Rs.** \_\_\_\_\_, **Drawn on Bank:** \_\_\_\_\_

**Notice Inviting Tender (NIT)****Tender Notice**

Sindh IT Company (SITC) invites bids electronically through EPADS from well-reputed registered companies available on the “List of Active Tax Payers” of FBR (for Income Tax) & GST/SRB (For Sales / Service Tax) websites, whichever is applicable:

<b>Tender Title (Ref. No.)</b>	<b>Procedure</b>	<b>Bid Security</b>
Provide and Supply Laptops (IT/02/25-26)	Single Stage One Envelope	Rs. 60,000/-
<b>Tender Fee and Dates</b>		
▶ <i>Tender Fee:</i>	Rs. 3,000/-	
▶ <i>Issuance start date:</i>	January 27, 2026	
▶ <i>Issuance end date:</i>	February 10, 2026	
▶ <i>Submission date:</i>	January 27, 2026, to February 11, 2026 (11:00 AM)	
▶ <i>Opening date and time:</i>	February 11, 2026, at 11:30 AM	

Tender documents can be downloaded from the SPPRA EPADS Portal. The Tender fee challan is to be deposited at any branch of the Sindh Bank account # PK39SIND0003021399669001.

SITC may issue clarifications or amendments in respect of the bidding documents; SITC will not be responsible for any confusion or misunderstanding in this regard.

Tender Document/Bid (with a copy of Bid Security/Earnest Money and supporting documents) should be submitted/uploaded on SPPRA EPADS <https://portalsindh.eprocure.gov.pk/>. The original Bid Security, along with the Original Bid (duly signed and stamped), must be delivered to SITC before the bid opening schedule. Bids will be opened on the same date and venue, in the presence of the bidders' representatives who may wish to attend.

Please ensure that bid security, in the form of a Pay Order or Demand Draft, is submitted in favor of 'SITC' along with the tender.

**N.B. (1)** SITC reserves the right to reject any bid or cancel the bidding process, subject to the relevant provision of SPP Rules 2010.

**(2)** Only the uploaded bid, along with supporting documents, will be accepted. In case there is a contradiction between the bidder's EPADS submitted bid and manually submitted bid, the bid submitted on EPADS will be considered valid for evaluation purposes.

**PROCUREMENT**

SITC, Kick-Start Building, 2nd Floor, Machiyara Spring Field, Block-8, Clifton, Karachi

Contact Person: Procurement Manager on (+92)323-5635773,

Email: [procurement@sitc.gos.pk](mailto:procurement@sitc.gos.pk), SITC website: <https://sitc.gos.pk/>

SPPRA EPADS Website: <https://portalsindh.eprocure.gov.pk/>

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## 1. Introduction

Dear Tenderer

Thank you for your interest in responding to the SITC's advertisement which floated on SSPRA websites on January 27, 2026, "Provide and Supply Laptops".

The Sindh IT Company (SITC) is a government initiative of the Sindh government in Pakistan, established to drive digital transformation and improve public service delivery through strategic IT initiatives and e-governance.

- |     |                             |   |
|-----|-----------------------------|---|
| i   | Source of Funds             | SITC-funded Procurement. The eligible payment under the contract is to be made from this department.  |
| ii  | Eligible Bidders            | <p>a This Invitation for Bids is open to all suppliers from eligible source as defined in the Amended SPPRA Rules and its Bidding Documents except as provided hereinafter.</p> <p>b Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates that have been engaged by the Procuring agency to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation for Bids.</p> <p>c Government-owned enterprises in the Province of Sindh may participate only if they are legally and financially autonomous, if they operate under commercial law, and if they are not a dependent agency of the Government of Sindh.</p> <p>d Bidders shall not be eligible to bid if they are under a declaration of ineligibility for corrupt and fraudulent practices issued by the any government organization.</p> |
| iii | Eligible Goods and Services | <p>a The origin of all the goods &amp; related services to be supplied under the Contract should be mentioned.</p> <p>b Origin means the place where the goods are mint, grown or produce or the place from which the related services are supplied.</p> <p>c The Origin of goods and services is distinct from the nationality of bidders.</p>   |
| iv  | Cost of Bidding includes    | The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Procuring agency named in the Bid Data Sheet, hereinafter referred to as "the Procuring agency," will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.  |

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- v Bidding Documents
  - a Instructions to Bidders (ITB)
  - b Bid Data Sheet
  - c General Conditions of Contract (GCC)
  - d Schedule of Requirements
  - e Technical Specifications
  - f Bid Form and Price Schedules
  - g Bid Security Form
  - h Contract Form

The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

- vi Clarification of Bidding Documents
 

An interested Bidder requiring any clarification of the bidding documents may notify the Procuring agency in writing. The Procuring agency will respond in writing to any request for clarification of the bidding documents which it receives no later than three working days prior to the deadline for the submission of bids prescribed in the Bid Data Sheet. Written copies of the Procuring agency's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all interested bidders that have received the bidding documents.

- vii Amendment of Bidding Documents
  - a At any time prior to the deadline for submission of bids, the Procuring agency, for any reason, whether at its own initiative or in response to a clarification requested by an interested Bidder, may modify the bidding documents by amendment.
  - b All interested bidders that have received the bidding documents will be notified of the amendment in writing, and will be binding on them.
  - c In order to allow interested bidders reasonable time in which to take the amendment into account in preparing their bids, the Procuring agency, at its discretion, may extend the deadline for the submission of bids.
  - d The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.

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## viii Correction of Errors

The Procuring Agency will examine the E-Bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the Bids are generally in order.

Bids determined to be substantially responsive will be checked for any arithmetic errors. Errors will be corrected as follows:

- a If there is a discrepancy between unit prices and the total price (that is obtained by multiplying the unit price and quantity), the unit price shall prevail, and the total price shall be corrected, unless in the opinion of the Procuring Agency there is an obvious misplacement of the decimal point in the unit price, in which the total price as quoted shall govern and the unit price shall be corrected;
- b If there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail and the total shall be corrected; and
- c Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern.
- d Where there is discrepancy between grand total of price schedule and amount mentioned on the Form of Bid, the amount referred in Price Schedule shall be treated as correct subject to elimination of other errors.
- e A bid not compliant to the taxes (as notified by the government) or excluding applicable taxes and duties shall straight away be rejected

The amount stated in the Bid will, be adjusted by the Procuring Agency in accordance with the above procedure for the correction of errors. The concurrence of the Bidder shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, its Bid will then be rejected, and

## ix Modification and Withdrawal of E-bids

- a No E-bid may be modified after the deadline for submission of E-bids.
- b No E-bid may be withdrawn in the interval between the deadline for submission of E-bids and the expiration of the period of Bid validity specified by the Bidder on the Bid Form. Withdrawal of a E-bid during this interval may result in the Bidder's forfeiture of its Bid security (along with other remedies available under SPP Rules).
- c A Bidder may withdraw its Bid after it has been submitted, provided that written notice of the withdrawal of the Bid, is received by the Procuring Agency prior to the deadline for submission of Bids.
- d Revised bid may be submitted after the withdrawal of the original bid before the deadline for submission of Bids.

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## 2. Instructions

- (a) **Sign and Stamp:** It is necessary to fill in the Tender Form meticulously and sign and stamp every page. Moreover, attach the required supporting documentation according to the requirement. The tender document will be accepted ONLY on the SITC's prescribed Tender Document available on the SITC's/SPPRA EPADS Website.
- (b) **Filling in the Tender Form:** It is mandatory to fill the Tender Form in writing in ink or type. Do not leave any column/item blank. If one wants to leave the item/column unanswered please, write 'Doesn't Apply/Doesn't Arise'. If one needs more space, please attach a paper and clearly mention the item/column name or number etc. that referred to the column/item of the Tender Form.
- (c) **Collection of Tender:** Tender documents can be downloaded from the SPPRA EPADS websites. The Tender fee challan to be deposited at any branch of the Sindh Bank account # PK39SIND0003021399669001.
- (d) **Tender Number:** Please mention "Tender Number" at the top left corner of the envelopes. SITC, Karachi, may reject any bid subject to the relevant provision of SPP Rules 2010 and may cancel the bidding process at any time before acceptance of the bid or proposal as per Rule-25(i) of said rules.
- (e) **Communication:** Any request for clarification regarding technical specifications should be submitted in writing to:  
 Contact Person (SITC): Procurement Manager  
 Sindh IT Company, Karachi  
 Tel #: (+92)3235635773  
 Email: [procurement@sitc.gos.pk](mailto:procurement@sitc.gos.pk)
- (f) **Submission of Documents and Address:** Tender Document/Bid (with a copy of Bid Security/Earnest Money and supporting documents) to be submitted on SPPRA EPADS <https://portalsindh.eprocure.gov.pk/> by February 11, 2026, till 11:00 PM. The original Bid Security, along with the Original Bid (duly signed and stamped), should be delivered to SITC, Karachi, on above mentioned address before the bid opening schedule.
- (g) **Rights:** Competent authorities reserve the right to accept or reject any quotation/tender without any reason thereof. Also, the Authority reserves the right to change/alter/ remove any item or article or reduce/enhance quantity without assigning any reason. SITC also reserves the right to issue a Purchase Order for any single item to different lowest responsive bidders or for all the items to any lowest responsive bidder.
- (h) **Point of Delivery:** Supply will be delivered at the SITC Store Karachi. SITC is not liable to pay any customs duty, Levies, Taxes, Demurrage or any other charges, Warehousing, Logistics etc.
- (i) **Conditional / Optional / Alternate Bids:** Such bids will not be accepted.

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### 3. Bidding Data

- (a) **Name of Procuring Agency:** Sindh IT Company, Karachi.
- (b) **Brief Description of Works:** Provide and Supply Laptops and IT Accessories.
- (c) **Procuring Agency's Address:** SITC, Kick-Start Building, 2nd Floor, Machiyara Spring Field, Block-8, Clifton, Karachi, Karachi.
- (d) **Amount of Bid Security:** Bid Security of Rs. 60,000/- will be submitted along with Tender Documents in the shape of PAY ORDER / DEMAND DRAFT only in the name of the Sindh IT Company, Karachi.
- (e) **Period of Bid Validity (days):** Forty-five (45) Days.
- (f) **Deadline for Submission of Bids along with time:** The last date for submitting the Tender Document is February 11, 2026, by 11:00 PM on the SPPRA EPADS portal. The Tender will be opened on the same day at 11:30 PM in the presence of representatives who may care to attend.
- (g) **The Venue, Time, and Date of Bid Opening:** The Tender will be opened on February 11, 2026, at 11:30 PM at SITC Karachi in the presence of representatives who may care to attend.
- (h) **Liquidity damages:** Liquidity damages at the rate of 2% per month of the total contract amount will be imposed on delayed delivery.
- (i) **Deposit Receipt No:** \_\_\_\_\_ **Dated:** \_\_\_\_\_  
**Amount** (in words and figures): \_\_\_\_\_  
**Pay Order / Demand Draft #:** \_\_\_\_\_, **Amount: Rs.** \_\_\_\_\_  
**Drawn on Bank:** \_\_\_\_\_, **Dated:** \_\_\_\_\_

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#### 4. Terms and Conditions

- a. **Bid Security:** Bid Security, in the shape of a bank draft/pay order in the name of “**Sindh IT Company**” Karachi, amounting to Rs. 60,000/-, should be submitted along with the tender documents.
- b. **Performance Security:** The successful bidder should provide 5% Performance Security of the total value of the Purchase Order in the form of a Pay Order or bank guarantee prior to the signing of the Contract. The Performance Security shall extend at least three months beyond the Completion of the contract.
- c. **Validity of the Tender:** All proposals and prices shall remain valid for a period of 45 days from the closing date of the submission of the proposal. However, the bidders are encouraged to state a longer period of validity for the proposal.
- d. **Currency:** All currency in the proposal shall be quoted in Pakistan Rupees (PKR).
- e. **Ownership:** The ownership of all products and services rendered under any contract arising as a result of this tender will be the sole property of SITC.
- f. **Arbitration and Governing Law:** In case of any dispute, difference, or question which may at any time arise between the parties hereto or any person under them, arising out of or in respect of this Letter of Intent or the subject matter hereof, the same shall be referred to and finally resolved by arbitration under the Arbitration Act, 1940, as amended from time to time. The arbitration shall be administered at the Sindh IT Company (SITC), Karachi.  
  
The arbitration shall be conducted by a sole independent arbitrator mutually agreed upon by the parties. If the parties fail to agree on an arbitrator within fifteen (15) days of a written request by either party, the arbitrator shall be appointed in accordance with the rules. The seat and venue of arbitration shall be Karachi, Pakistan, and the proceedings shall be conducted in the English language. The substantive and procedural laws of Pakistan shall apply. Subject to the foregoing, the parties agree that the courts at Karachi shall have exclusive jurisdiction.
- g. **Acceptance of Tender:** The SITC reserves the right not to accept the lowest and to annul the bidding process without assigning any reason whatsoever. SITC may ask to provide a demo unit that the supplier quoted in the tender. After the final inspection of the unit, the decision will be made.
- h. **Support Capabilities:** The bidders should indicate the support capabilities for all the hardware provided during the course of the warranty.
- i. **Compliance to specifications:** The bidders shall provide information as per the requirements given in the BoQ. However, bidders can submit multiple solutions. Bidders may not propose/supply any kind of refurbished hardware equipment/ components in their proposals.

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- j. **Sample:** A sample would be provided by the bidder upon request for evaluation.
- k. **Bid Evaluation:** The bid will be considered the Most Advantageous Bid on most closely conforming to evaluation criteria and other conditions specified in the bidding document and having the least evaluated cost.
- l. **Cancellation:** SITC reserves the right to cancel any or all of the above items if the material is not in accordance with its specifications or if the delivery is delayed.
- m. **Delivery Time:** The supply should be completed at SITC within 7 days after receiving of the Purchase Order/LoA.
- n. **Genuineness:** Only genuine or original Items will be accepted. Any substandard work & item will not be allowed or accepted.
- o. **Liquidity Damages:** Liquidity damages at the rate of 2% per month of the total contract amount will be imposed on delayed delivery or work, up to 10% of the total contract value.
- p. **Invoice:** The invoice/bill should be submitted to the Procurement Department.
- q. **Default:** If the Bidder fails to timely deliver items or services as per Bill of Quantity, SITC, Karachi reserves the right to penalize and may also terminate the contract.
- r. **Stamp Duty:** A stamp duty of 0.35% against the total value of the Purchase Order will be levied accordingly.
- s. **Increase in Price:** No increase in the value of the above-mentioned items will be accepted on account of either unit price, total price, any or all other charges, duties, taxes, the scope of supply, or any other head of account shall be allowed.
- t. **Payment:** Payment will be made within 30 working days, after the complete supply of required items as per the Bill of Quantity and submission of the commercial invoice at SITC, Head Office, Clifton, Karachi.
- u. **Physical Inspection:** Physical inspection at the manufacturer/distributor site may be carried out.
- v. **Packing & Transportation:** All Equipment shall be individually packed in standard packing provided by the manufacturer for onward transportation and delivery. Any item damaged during transportation will be replaced by the bidders at their own cost

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## 5. Integrity Pact

- (a) Its intention is not to obtain the Provide and Supply work of any Contract, right, interest, privilege, or other obligation or benefit from the SITC or any administrative or financial offices thereof or any other department under the control of the SITC through any corrupt practice(s).
- (b) Without limiting the generality of the forgoing the Bidder represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc., paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the SITC directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the Provide and Supply or service contract or order or other obligations whatsoever from the SITC, except that which has been expressly declared pursuant hereto.
- (c) The Bidder accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of the declaration, representation, and warranty. It agrees that any contract/order obtained aforesaid shall, without prejudice to any other right and remedies available to the SITC under any law, contract, or other instruments, stand void at the discretion of the SITC.
- (d) Notwithstanding any right and remedies exercised by the SITC in this regard, Bidder agrees to indemnify the SITC for any loss or damage incurred by it on account of its corrupt business practice and further pay compensation to the SITC in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the company/firm/supplier/agency/bidder as aforesaid for the purpose of obtaining or inducing Provide and Supply/work/service or other obligation or benefit in whatsoever from the SITC.

### **Note:**

**This integrity pact is a mandatory requirement other than auxiliary services/works.**

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## 6. Bidder Qualification Criteria

Sr. No.	Mandatory Eligibility Criteria	Remarks Yes / No	Required Supporting Documents
1.	Relevant experience of at least last three (03) years		One Relevant Purchase Order/Contract of each year
2.	Last 3 years' turnover with a minimum of 5 million (per year) on average		Annual Income Tax Return for the last three years
3.	Active Income Taxpayer at the time of submission of the bid		NTN and STRN registration certificates
4.	Active Sales Taxpayer		Copy of Last month's Sales Tax return
5.	Authorized Partner / Agent / Distributor / Reseller		Authority Certificate

**Note: Bidder must upload all the Supporting Documents on SPPRA EPADS for evaluation. Any missing documents may affect the bid evaluation.**

\_\_\_\_\_  
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## 7. Bill of Quantity:

Note: Technical Data Sheets of the quoted products must be submitted with the Bid

Sr #	Description	Quoted Model	Quoted Brand	Qty	Rate	Amount
1.	<b>Laptops</b> Brand: Apple MacBook Pro or Equivalent			2		
	Processor	• 14-Core CPU with 10 performance cores and 4 efficiency cores				
	Graphics	• 20-Core GPU				
	Chipset	• M4 Chip • Hardware-accelerated ray tracing, 16-core Neural Engine, 273GB/s memory bandwidth				
	Color	• Space Black				
	System Memory	• 24GB unified				
	Disk Drive	• 512GB SSD				
	Keyboard / Touchpad	• Backlit Magic Keyboard, Touch ID, Ambient light sensor • 78 (U.S.) or 79 (ISO) keys, including 12 full-height function keys and 4 arrow keys in an inverted-T arrangement • Force Touch trackpad for precise cursor control and pressure-sensing capabilities; enables Force clicks, accelerators, pressure-sensitive drawing, and Multi-Touch gestures				
	Media Engine	• Hardware-accelerated H.264, HEVC, ProRes, and ProRes RAW • Video decode engine, Video encode engine • ProRes encode and decode engine • AV1 decode				
	Display	• 16.2" Liquid Retina XDR, True Tone technology, Wide color (P3) • ProMotion technology for adaptive refresh rates up to 120Hz • XDR brightness: 1000 nits sustained full-screen, 1600 nits peak • SDR brightness: up to 1000 nits (outdoor) • Configurable with: Nano-texture display				
	Wireless	• Wi-Fi 6E (802.11ax), Bluetooth 5.3				
	I/O Ports	• Headphone Jack, MagSafe 3 charging port, Three Thunderbolt 5 (USB-C) ports • HDMI (supports multichannel audio output), SDXC card slot, USB 4 (up to 120Gb/s)				
	Camera	• 12MP Center Stage camera with support for Desk View • 1080p HD video recording • Advanced image signal processor with computational video				
	Battery	• Up to 24 hours video streaming, Up to 17 hours wireless web • 100-watt-hour lithium-polymer battery • 140W USB-C Power Adapter • USB-C to MagSafe 3 Cable • Fast-charge capable with 140W USB-C Power Adapter				
	Mouse	• Wireless				
	Carrying Case	• Hi-quality, branded Backpack/Cross Body				
	OS	• MacOS or equivalent				
	Audio	• High-fidelity six-speaker sound system with force-cancelling woofers • Studio-quality three-mic array				
	Audio Calling	• FaceTime audio, Wi-Fi calling				
	Warranty	• 1-year Standard warranty				

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Sr #	Description	Quoted Model	Quoted Brand	Qty	Rate	Amount
2.	<b>Laptops</b> Brand: Apple MacBook Pro or Equivalent			1		
	Processor	• 12-Core CPU with 8 performance cores and 4 efficiency cores				
	Graphics	• 16-Core GPU				
	Chipset	• M4 Chip • Hardware-accelerated ray tracing, 16-core Neural Engine, 273GB/s memory bandwidth				
	Color	• Space Black				
	System Memory	• 24GB unified				
	Disk Drive	• 512GB SSD				
	Keyboard / Touchpad	• Backlit Magic Keyboard, Touch ID, Ambient light sensor • 78 (U.S.) or 79 (ISO) keys, including 12 full-height function keys and 4 arrow keys in an inverted-T arrangement • Force Touch trackpad for precise cursor control and pressure-sensing capabilities; enables Force clicks, accelerators, pressure-sensitive drawing, and Multi-Touch gestures				
	Media Engine	• Hardware-accelerated H.264, HEVC, ProRes, and ProRes RAW • Video decode engine, Video encode engine • ProRes encode and decode engine • AV1 decode				
	Display	• 14.2" Liquid Retina XDR, True Tone technology, Wide color (P3) • ProMotion technology for adaptive refresh rates up to 120Hz • XDR brightness: 1000 nits sustained full-screen, 1600 nits peak • SDR brightness: up to 1000 nits (outdoor) • Configurable with: Nano-texture display				
	Wireless	• Wi-Fi 6E (802.11ax), Bluetooth 5.3				
	I/O Ports	• Headphone Jack, MagSafe 3 charging port, Three Thunderbolt 5 (USB-C) ports • HDMI (supports multichannel audio output), SDXC card slot				
	Camera	• 12MP Center Stage camera with support for Desk View • 1080p HD video recording • Advanced image signal processor with computational video				
	Battery	• Up to 22 hours of video streaming, up to 14 hours of wireless web • 72.4-watt-hour lithium-polymer battery • 70W USB-C Power Adapter • USB-C to MagSafe 3 Cable • Fast-charge capable with 96W USB-C Power Adapter				
	Mouse	• Wireless				
	Carrying Case	• Hi-quality, branded Backpack/Cross Body				
	OS	• MacOS or equivalent				
	Audio	• High-fidelity six-speaker sound system with Spatial Audio • Studio-quality three-mic array				
	Audio Calling	• FaceTime audio, Wi-Fi calling				
	Warranty	• 1-year Standard warranty				

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Total	
10% GST (where applicable)	
18% GST (where applicable)	
Grand Total	

**Grand Total Rupees (in words)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Stamp and Signature

It is hereby certified that the terms and conditions have been read, agreed upon and signed.

M/s \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Tel # \_\_\_\_\_ Fax \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_  
Stamp and Signature



## 8. General Conditions of Contract

THIS AGREEMENT is executed at KARACHI, on this day \_\_\_\_\_, 2026.

### **BETWEEN**

**M/s. Sindh IT Company, Karachi**, through its **CEO**, located at Karachi, hereinafter called and referred to as "SITC" (which expression shall wherever the context so permits, be deemed to include its legal representatives, executors, successors and assigns) of the FIRST PART.

### **AND**

**M/s. \_\_\_\_\_**, having its office at \_\_\_\_\_, hereinafter referred to as "THE SUPPLIER" (which expression shall wherever the context so permits be deemed to include its legal representatives, executors, successor and assign), through its proprietor **Mr \_\_\_\_\_**, holding CNIC No. \_\_\_\_\_ on the SECOND PART.

**WHEREAS** "SITC" intends to obtain a Supply of Laptops vide tender # IT/02/25-26 (SITC requirement) up to the satisfaction and handing over the material(s) to the "SITC" having accepted the offer in a finished form, complete in all respects.

**NOW IT IS HEREBY AGREED and DECLARED BY AND BETWEEN THE PARTIES AS FOLLOWS:**

### **WITNESSETH**

"SITC" hereby offers to appoint "THE SUPPLIER" as their supplier for the specific purpose of "Supply of Laptops". "THE SUPPLIER" hereby agrees to the offer of the "SITC" in acceptance of the terms and conditions herein below.

### **Article I:**

#### **DUTIES and SCOPE OF SUPPLY and SERVICES AND AGREEMENT**

- 1.1 "THE SUPPLIER" agrees to provide and supply Laptops to "SITC" whenever and wherever form is required as per the terms and conditions of this Agreement.
- 1.2 "THE SUPPLIER" will coordinate their work with the Head of Procurement of the "SITC", who will assist "THE SUPPLIER" in the supervision of the proposed Supply of Laptops.
- 1.3 "THE SUPPLIER" will visit the Procurement Department located at Head Office, Clifton, Karachi as and when required with a prior appointment.
- 1.4 All logistic charges will be borne by "THE SUPPLIER".
- 1.5 Delivery time must be within 7 days from the date of the Purchase Order.

### **Article II**

#### **PAYMENT**

- 2.1 Payment will be made on or before 30 days after delivery and submission of the invoice.

### **Article III**

#### **WARRANTY**

- 3.1 Comprehensive onsite OEM warranty.

**Article IV**  
**REMUNERATION**

- 4.1 The cost offered by the SUPPLIER is Rs. \_\_\_\_\_ (inclusive of all taxes) Supply of Laptops vide tender # IT/02/25-26 variation may occur. The cost is inclusive of labour/transportation/supplies/taxes/levies/customs duties etc.
- 4.2 Liquidity damages at the rate of 2% per month, of the total agreed payment as per the Work Order, of the total cost, will be imposed in case of delayed delivery services. Services will be deemed completed in finished form as per specification, and "THE SUPPLIER" has to deliver the required number of Laptops to SITC.
- 4.3 Performance Security 5% of the total amount of Work Order will be provided by "THE SUPPLIER".
- 4.4 Stamp Duty @ 0.35% of the cost of the Purchase Order will be deposited in the Government treasury by the SUPPLIER. This paid Stamp Duty challan would be submitted along with the Bill / Invoice.
- 4.5 Tax(es)/Challan(s)/Levy(ies)/Custom Duties, etc., if any, or additional will be paid/borne by THE SUPPLIER as per SRO/Notification.

**Article V**  
**ARBITRATION**

- 5.1 In case of any dispute, difference, or question which may at any time arise between the parties hereto or any person under them, arising out of or in respect of this Letter of Intent or the subject matter hereof, the same shall be referred to and finally resolved by arbitration under the Arbitration Act, 1940, as amended from time to time. The arbitration shall be administered at the Sindh IT Company (SITC), Karachi.
- 5.2 The arbitration shall be conducted by a sole independent arbitrator mutually agreed upon by the parties. If the parties fail to agree on an arbitrator within fifteen (15) days of a written request by either party, the arbitrator shall be appointed in accordance with the rules. The seat and venue of arbitration shall be Karachi, Pakistan, and the proceedings shall be conducted in the English language. The substantive and procedural laws of Pakistan shall apply. Subject to the foregoing, the parties agree that the courts at Karachi shall have exclusive jurisdiction.

**Article VI**  
**TERMINATION**

- 6.1 "SITC" may terminate this agreement if the job is not executed according to the requirements at any time after issuing a 15-day notice.

**Article VII**  
**INDEMNITY**

- 7.1 "THE SUPPLIER" in its individual capacity shall indemnify and keep SITC and any person claiming through SITC fully indemnified and harmless from and against all damages, cost and expenses caused to or incurred by "THE SUPPLIER", as a result of any defect in the title of SITC or any fault, neglect or omission by the "THE SUPPLIER" which disturbs or damage the reputation, quality or the standard of services provided by "SITC" and any person claiming through the SITC.

**Article VIII**

**NOTICE**

- 8.1 Any notice given under this AGREEMENT shall be sufficient if it is in writing and if sent by courier or registered mail.

**Article IX:**  
**SEVERABILITY**

- 9.1 If any terms covenant, or condition of this agreement shall be deemed invalid or unenforceable in a court of law or equity, the remainder of this agreement shall be valid and enforced to the fullest extent permitted by prevailing law.

**Article X**  
**INTEGRITY PACT**

- 10.1 The intention not to obtain the procurement/work of any Contract, right, interest, privilege, or other obligation or benefit from the SITC or any administrative or financial offices thereof or any other department under the control of the SITC through any corrupt practice(s).
- 10.2 Without limiting the generality of the forgoing the M/s. \_\_\_\_\_ represents and warrants that it has fully declared the charges, fees, commission, taxes, levies etc., paid or payable to anyone and not given or agreed to give and shall not give or agree to give to anyone within the SITC directly or indirectly through any means any commission, gratification, bribe, gifts, kickback whether described as consultation fee or otherwise, with the object of obtaining or including the procurement or service contract or order or other obligations whatsoever from the SITC, except that which has been expressly declared pursuant hereto.
- 10.3 M/s. \_\_\_\_\_ accepts full responsibility and strict liability for making any false declaration/statement, not making full disclosure, misrepresenting facts or taking any action likely to degrade the purpose of the declaration, representation and warranty. It agrees that any contract/order obtained aforesaid shall, without prejudice to any other right and remedies available to the SITC under any law, contract, or other instruments, be void at the discretion of the SITC.
- 10.4 Notwithstanding any right and remedies exercised by the SITC in this regard, M/s. \_\_\_\_\_ agrees to indemnify the SITC for any loss or damage incurred by it on account of its corrupt business practice and further pay compensation to the SITC in any amount equivalent to the loss of any commission, gratification, bribe, gifts, kickback given by the M/s. \_\_\_\_\_, as aforesaid for the purpose of obtaining or inducing procurement/work/service or other obligation or benefit in whatsoever from the SITC.

**Article XI**  
**MISCELLANEOUS**

- 11.1 The terms and conditions of the AGREEMENT have been read over to the parties, who admit to being correct and abide by the same.
- 11.2 The validity of the contract will be effective from the date of issue of the Purchase Order.
- 11.3 All terms and conditions of tender vide # IT/02/25-26 will be an integral part of this agreement.

IN WITNESS WHEREOF, both the parties hereto have set and subscribed their respective hands to this agreement at Karachi on the date as mentioned above.